



VACANCY ANNOUNCEMENT

POSITION: Cashier
OPENING DATE: September 30, 2013
CLOSING DATE: October 14, 2013
WORK HOURS: Full-time (40 hours per week)
SALARY: € 12,961.00

The U.S. Peace Corps Kosovo is seeking an individual for the position of Cashier.

BASIC FUNCTION OF POSITION

The Cashier working under the supervision of the Peace Corps Director of Management Office (DMO), the employee performs the full range of Class B Cashier duties. The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of the Post impress fund. The Cashier deals directly with the US Disbursing Office (Financial Services Center), Peace Corps Washington staff (including the Cashier Liaison and the staff of the Financial Management Office), local banks, vendors, Peace Corps Kosovo staff, Pre-Service Training contractors, and Peace Corps Volunteers. The Cashier makes payments to vendors, staff, and Volunteers via electronic bank transfers and cash payments, ensuring that all such payments are valid, authorized, and properly documented and recorded. The Cashier is also responsible for administering staff and Volunteer travel, including preparing related authorizations and obligations, managing international reservations and processing travel vouchers. The Cashier is also responsible for a variety of additional financial and administrative tasks as assigned by the Director of Management Office (DMO).

A copy of the complete position description listing all duties and responsibilities is available upon request.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree or equivalent in Business Administration, Management, Economics, Finance, Banking or Liberal Arts IS required.
2. Two years of experience in processing, controlling, and recording financial transactions required. One year of experience must be in banking or related field. One year of experience must include work with an international organization.
3. Level IV (Fluent knowledge) Speaking/Reading English, Albanian and Serbian is required.
4. Must have the ability to manage cash funds and analyze financial transaction records and reports. Meticulous work habits, attention to detail, and the highest level of integrity and honesty are essential.
5. A proficiency in the use of personal computers, word processing, and spreadsheet software is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current US government employees serving a probationary period are not eligible to apply.
3. Current US government employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Important: Qualified and interested candidates should send a description of their qualifications, any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above and CV by e-mail to jobs@mk.peacecorps.gov (please state the position you are applying for and your last name in subject line of e-mail correspondence). Closing date: applications need to arrive no later than Monday, October 14, 2013. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

Resume or CV should include:

- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- List any extended members of your family that work for the US Government (include their Name, Relationship, & Agency, Position, Location)
- Education, Skills, Trainings
- Language Skills
- Work Experience